

TRANSMITTAL MEMORANDUM EXAMPLES

Early in the design phase of a project the designer must contact various support groups. Which groups need to be contacted depends on the type of project. Some of the support groups that may be contacted are: utilities, materials, traffic, environmental, hydraulics, geotechnical, bridge and transit aid. The following are examples of memorandums requesting plan sheets from some of the different support groups. Memorandums also provide project specific information that is required for the different support groups so that they know the extent of impacts and improvements.

Example 1 Contact memorandum to Environmental for a P2 Project

Example 2 Contact memorandum to Environmental for a P1 Project

Example 3 Contact memorandum to Traffic Control for a P1 Project

Example 4 Contact memorandum to Traffic (Permanent Signing, Illumination etc.)

After the original plans, specifications, and estimate (PS&E) have been compiled by the designer a review of the PS&E is sent out to the Region Plans Office. The following are a few examples of memorandums transmitting the PS&E for review.

Example 5 Shell for a PS&E to Region contact memorandum

Example 6 Cover memorandum for PS&E to Region (filled in)

Example 7 Shell for PS&E review

After the review period and all of the review comments have been addressed the PS&E is handed in for advertisement. Some Region Plans Office do the final compiling for advertisement. Some Regions utilize the Olympia Service Center project development office to compile the PS&E for advertisement. The Designer should check with their Region Plans Office to see who compiles the project for advertisement. The following examples cover both scenarios.

Example 8 Shell for PS&E to Region for advertisement

Example 9 Cover memorandum for PS&E to Region for advertisement (filled in)

Example 10 Cover memorandum for PS&E to Olympia Service Center for advertisement

A Project Report Form is used by some regions when submitting the PS&E to OSC. This Form can be obtained electronically. The form number is 226-546EF.

Example 1



**Washington State
Department of Transportation**

Memorandum

January 19, 2001

TO: Greg Rowe 4-7555

FROM: Brian Jones, P.E. WA-99

SUBJECT: XL 0700 GR 96 Work OP 0100
SR 17 Couplet, MP 91.50 to MP 91.55 &
SR 17, MP 75.08 to MP 75.13
WIN C01007F, PIN 301557F & 301887G
Environmental Services P2 Project

We are requesting Level One environmental services for this project.

Project Definition: XL0700, Selah River Bridges Structural Rehab.
Bridge 17/15N, Selah River Bridge, SR17 Couplet MP 91.50 to MP 91.55
Bridge 17/15S, Heick St. Bridge, SR 17 MP 75.08 to MP 75.13

This is a Federally funded P2 bridge structural rehabilitation project. The work on Bridge 17/15N will include replacing the existing bridge deck, the pedestrian walkway, maintenance ladders, stairways, and platforms. All of these components have deteriorated to point that they are no longer safe for bridge maintenance crews, pedestrians, and motor vehicles. The work on Bridge 17/15S will include correcting the camber of the bridge by raising the bridge ends. The ends of the bridge tend to sag in warm weather and when this occurs bridge openings and closing become difficult and delay marine and vehicular traffic for considerable amounts of time.

Both of these moveable bridges cross the Selah River and are within the City of Abileen. Zela city park is located west of the Selah River and between the streets that approach and depart these bridges. The rehabilitation will not require work in the river or disturb the adjacent land. Both of these bridges have been evaluated for historical significance during the design of the Mechanical / Electrical Rehab in May of 1999. There will be no change to the drainage of these facilities and we do not anticipate any need for hydraulic design or documentation for this project.

This project was recently reprioritized and has had Screening Board approval to be advanced as an unprogrammed project. To minimize the disruption to both marine and vehicular traffic construction work will be scheduled to occur in the months of January and February 2002. To meet this schedule, the contract will need to be awarded early in July 2001 to allow for approval of contractor provided shop drawings and fabrication of the necessary components. The advertisement date has been set for June 18, 2001.

The contact Person for this project is Gary Davis (360) 533-9352.

BLJ/gd
Attachment

Example 2



**Washington State
Department of Transportation**

Memorandum

Date: June 2, 2001

From: Brian Jones

Phone: 360-533-9352

Subject: 0L3533 SR 10 CS 173002,
173102, 173800, 173801
MP 29.61 to E. Dock St.
Environmental Services P1 Project

To: Bill Hagg

We are requesting Environmental and Hydraulic Services for this PS&E project, which has an ad date of October 4, 2001, and a PEO shelf date of January 15, 1999.

1. Contact person: Ben Pole or Linda Hall.
2. Project definitions: The PS&E combines two separate projects, as follows:

PIN: 110501A (in ERProjsum)
Title: Bonges Ave to E. Dock St.
Program: P1 Paver.
Limits: SR 125 MP 29.61 to MP 30.28 & SR 125 Spur
MP 30.28 to 34.34
Description: ACP overlay with prelevel for crown correction.
ERS Status: Revised ERS signed 6/8/99

PIN: 110508A (in EProjsum)
Title: SR 125 Spur Wye I/S
Program: I2 Safety Improvement
Limits: SR 125 MP 30.18 to 30.29 & SR 125 Spur MP 30.28 to 30.37
Description: I/S improvements by channelization, roadway widening,
slope flattening, culvert extension, ditch excavation,
and trimming trees for sight distance.
ERS Status: Original ERS signed 3/3/98

3. Vicinity map, cost estimates, and some previous correspondence are attached.
4. Hydraulic design: Hydraulic summary will be required
5. Sensitive areas: There are wetlands near r/w and there was an old gas station at the intersection which was removed by the DOT in 1978.

BLJ/bp
Attachments

Example 3



Memorandum

March 12, 2001

TO: Mary Wise 4-7499

FROM: Brian L. Jones, P.E. WA-34

SUBJECT: SR 105 XL1329
John's River Vic to
Edward Smith Dr
MP 37.87 to MP 47.62

We are requesting a traffic control PS&E for the subject P1 paving project. This project will also include thriebeam guardrail retrofit of the following bridges; 105/110, 105/112, 105/114, 105/116, and 105/118. We estimate the number of working days to be 60. A previous PS&E was prepared in June of 1999 for a portion of this project under the title of Stafford Cr to Edward P Smith Dr., MP 42.09 to MP 47.64.

A vicinity map is attached for your information. This project is scheduled for advertisement April 16, 2001. If you have any questions please call Kelly Shields or Ben Richards.

BLJ/br
Attachment

Example 4



**Washington State
Department of Transportation**

Memorandum

Date: June 2, 2001

From: Brian L. Jones

Phone: 360-555-9377

Subject: 0L3599 SR 115 Spur
CS 253000, 253100, 253800, 253801
Boon Ave. to Trusthaven
SR 115 MP 129.61 to MP 130.29 &
SR 115 Spur MP 132.62 to MP 134.34
Traffic PS&E

To: Fred Muller

We are requesting the Traffic PS&E for this project, which has an ad date of June 18, 2001. We request that the Traffic PS&E be submitted by December 15, 2000.

This project includes:

- ACP prelevel and overlay SR 115 MP 129.61 to MP 130.78
 SR 115 Spur MP 130.28 to MP 130.37
 *MP 32.62 to MP 34.34
 *paving exception MP 130.41 to MP 132.62
- I/S Channelization SR 115 MP 130.18 to MP 130.29
 SR 115 Spur MP 130.28 to MP 130.37
- Roadway widening, sidewalk SR 115 Spur MP 133.75 to MP 134.34
- construction, and illumination

A vicinity map, roadway sections, and intersection plan are attached. We will send you additional CADD drawings as soon as they are available.

Also attached is a list of permanent signs that were replaced by Forest Grove Maintenance personnel in September 2000.

If you have any questions, please contact Shelly Darcy or Brad Peacock at (360) 555- 7089.

BLJ/sd
Attachments

Example 5



**Washington State
Department of Transportation**

Memorandum

Date:

From: MS

Phone:

Subject: SR CS
0L- PIN
PS&E to (XX) Region

Thru:

To: (Region Plans office)
Plan Review MS XXXX

The following PS&E materials for this project are submitted for concurrent review processing and distribution:

- XX Plan Sheets
- Run-list and Special Provisions (PPM Division 6 and Appendix A2)
- Estimate Report (PPM Division 8)
- Boring Logs (xx pages)
- Appendices (describe contents)
- Project Report Form

The Special Provisions have already been processed under Job Number 01#xxx.

The Engineer's Estimate has already been entered in EBASE as Job Number (name) (PPM 830).

The scheduled advertising date is (date).

The round table meeting is to be held at (location) on (date) beginning at (time) in Conference Room (location).

This project consists of

(Add a brief narrative describing the project and identifying any deviations from standard practices, nonstandard bid items, and an explanation of special features).

Note any special circumstances affecting OSC / Region scheduling. Indicate any unusual or complicated R/W issues not shown on the Project Report Form if applicable.

The Contractor (State) will furnish the construction signs on this project.

Paths and trails work is _____ percent of the contract total. The paths and trails calculations are attached. (PPM 750.14)

Safety preservation work is _____ percent of the P1 work on this project. (as reported to Program Management.)

This project contains fiber-optic cable work. Please request that a review set of PS&E be forwarded to the Contractor Pre-qualification section.

Project Report Form Items

The attached *Project Report Form* identifies the status of each:

Agreement for work funded in part or whole by a local agency, governmental agency, utility, private company, or private individual. (PPM 420.01.13 and 750.02) [Note: Substantiation that the benefit exceeds the cost of the work, as required by Section 420.01.13 of the Plans Preparation Manual, is to be furnished with the PS&E.]

- Haul road or detour agreement. (PPM 750.10)
- Agreement covering work by others (non-bid items such as WSP Assistance, Utility Agreements) that will be charged to the contract. (PPM 750.32)
- Pit, quarry, or stockpile site to be used. Pit site clearances, including SEPA & NEPA, are complete. (PPM 750.20)
- Construction permit or easement required for work performed outside WSDOT right of way. (PPM 420.01.12)
- Environmental permit, approval, or clearance needed for this project. (PPM 420.01.2)

A copy of each completed document is attached for your records. A copy of each outstanding document will be forwarded when completed.

The *Project Report Form* lists all Approved Right of Way Plan titles covering the work shown on the Plans.

Right of way will be clear and certified prior to advertisement.

Right of way will not be completely cleared for certification prior to advertisement. The following parcels may be outstanding:

Parcel No.	Status

The PS&E conforms with the Project Summary and the Design File prepared for this project.

Engineer's Estimate

Backup data used to estimate each lump sum item and to determine the unit price for each item with little or no bid history is attached. (PPM 420.01.3)

The Engineer's Estimate falls within the programmed budget.

The Engineer's Estimate exceeds the programmed budget. The Region's program manager has been notified of the overrun.

The **Region Project Development Engineer** has approved a change in the construction engineering percentage higher (lower) than what is specified in the *Plans Preparation Manual* for a project of this type. (PPM 420.01.18 and 830.03)

Approvals

The **Assistant State Design Engineer for XX Region** (and the FHWA have) has approved:

Work by State Forces (non-bid items). The work does not exceed \$50,000 per PIN (or appropriate amount at the time see RCW 47.28). (PPM 420.01.5, 750.25)

Proprietary items named in the Special Provisions. (PPM 420.01.10 and 750.16)

State-furnished materials, a mandatory materials source, or a mandatory waste site. (PPM 420.01.11 and 750.25)

The **OSC Construction Administration Engineer** has approved:

Incentive payment (PPM 420.01.15)

Disincentive payment (PPM 420.01.15)

Non-standard Liquidated Damages (PPM 420.01.14 and 750.11)

Non-standard Time for Completion (PPM 420.01.19)

The **Transportation Data Office** concurs with the liquidated damages the Region has calculated for traffic control closure violations (and ITS system disruptions). (PPM 750.11)

The **OSC Construction Engineer for Roadways** has approved:

Use of recycled asphalt (provide proportions)

Stockpiling asphalt planings

Stockpiling of materials for future use. P5 funds are available in the amount required for the stockpiling in this project.

Aeration

Embankment in place

The **OSC Materials Engineer** has concurred with each proposed change to a Standard Specification material, testing, or test frequency requirement that is contained in the Special Provisions.

OSC Materials approved the Resurfacing Report for this project on (date).

(list Region) **Hydraulics** concurs that certain pipe alternates can not be allowed for the following reasons:

Structure	Pipe Not Allowed/Reason

A copy of each approval or concurrence is attached for your records.

Bridge PS&E

Bridge PS&E titled (add names) are included. Approval by the Location-Design Engineer for the omission of bridge approach slabs is attached.

Geotechnical Report

The (Type Soils or Geotech for type of foundation report used on this project.) Report was transmitted on _____ and approved on _____. Copies of this report ('will' if yes; 'will not' if no) be available for bidders to purchase during the ad period.

A Geotechnical Report has been prepared for this project. Copies of this report will be available for bidders to purchase during the ad period.

The Construction Project Engineer assigned to this project is (Construction PE name, address and phone)

The Designer is (name) and may be reached at (phone).

Attachments:

cc: Construction PE? MS Construction PE mailstop
Design PE? MS Design PE mailstop

bcc: Construction MS {###} (w/Proj. Rept. Form)
Real Estate Services MS {###} (w/Proj. Rept. Form)
FHWA MS {###} (w/Proj. Rept. Form)
Program Mgmt. MS {###} (w/Estimate)
Utilities MS {###} (w/Proj. Rept. Form)

NOTE:
Programmed Budget: \$xxxxx.xx
Design Report Est: \$xxxxx.xx
PS&E/Engrs Est: \$xxxxx.xx

Example 6



Memorandum

March 5, 2001

TO: Dan Livings/John Smith
Plan Review MS 199

FROM: Max Benjamin MS 77

PHONE: 253-696-5328

SUBJECT: SR 602 Evans Creek Drainage Slough Br. To SR 603
0L- 3699 PIN 180213B, 180214R, 180213C
PS&E to NW Region

The following PS&E materials for this project are submitted for concurrent review processing and distribution:

- 75 Plan Sheets
- Run-list and Special Provisions
- Estimate Report
- Boring Logs (4 pages)
- Appendices (SEPA Checklist, TESC Plan, Detour Concurrence)
- Project Report Form
- Reproducible CPM

The Special Provisions have already been processed under Job Number 01A099.

The Engineer's Estimate has already been entered in EBASE as Job Number 01A099.

The scheduled advertising date is (5/21/01).

The round table meeting is to be held at (Max Benjamin's Office in Renton – 3231 111th Ave. SW, Suite C) on (during the week of May 6th, 2001) beginning at (to be determined) in Conference Room (on the first floor).

This project proposes to overlay SR 602 from MP 10.46 to MP 21.44, excluding MP 11.64 to MP 11.88, MP 12.87 to MP 13.08, MP 13.65 to MP 13.92, and MP 17.51 to MP 18.46, for a total of 9.4 miles. The project will address safety improvements by installing guardrail between MP 12.33 and MP 12.60. Modifications to the drainage will be done by adding a box culvert at Ruthick Creek (MP 11.10), and upgrading existing drainage between MP 18.65 and 18.90. Additional work includes upgrading substandard bridge rails with thrie beam on Bridges 602/48.25 and 602/54, milling and resurfacing bridge decks, pavement repair, preleveling, updating signing to MUTCD standards, delineation, upgrading guardrail anchors and terminals, adjusting features affected by paving, and providing spot safety improvements.

This project includes bid item for Smoothness Compliance Adjustment, which was not used previously. The necessary Special Provisions are included.

As of 3/2/01 the project NMFS has not been officially reviewed.

The Contractor will furnish the construction signs on this project.

Paths and trails work is 0.35 percent of the contract total. The paths and trails calculations are attached.

Safety preservation work is 5.52 percent of the P1 work on this project.

This project does not contain fiber-optic cable work. Please request that a review set of PS&E be forwarded to the Contractor Pre-qualification section.

Project Report Form Items

The attached *Project Report Form* identifies the status of each:

- Environmental permit, approval, or clearance needed for this project.

A copy of each completed document is attached for your records. A copy of each outstanding document will be forwarded when completed.

The PS&E conforms with the Project Summary and the Design File prepared for this project.

Engineer's Estimate

Backup data used to estimate each lump sum item and to determine the unit price for each item with little or no bid history is attached.

The Engineer's Estimate falls within the programmed budget.

Approvals

OSC Materials approved the Resurfacing Report for this project on (02/02/1998).

The **Transportation Data Office** concurs with the liquidated damages the Region has calculated for traffic control closure violations (and ITS system disruptions).

A copy of each approval or concurrence is attached for your records.

Bridge PS&E

Bridge PS&E titled Bridge Rail Retrofit for Br. 602/48.25 and Br. 602/54 is included.

Geotechnical Report

The Soils Report was approved on June 26th 2000. Copies of this report will be available for bidders at the Construction PE's Office during the ad period.

Construction Schedule (CPM)

The attached CPM has been reviewed by the Construction PE office and agrees with the number of working days shown in the Special Provisions.

The CPM was developed using the following criteria and assumptions:

(List criteria used in deriving the construction schedule, such as number of crews working at one time; number of work shifts per day; short work shifts; night, weekend, or holiday work; or any other significant factors not readily apparent on the CPM that influenced the number of working days shown).

Contacts

The Construction Project Engineer assigned to this project is Russ Arnold

The Designer is Sahara Downey and may be reached at 425/779-1236.

Attachments:

cc:	Construction PE	MS 66
	Design PE	MS 55

Example 7



**Washington State
Department of Transportation**

Memorandum

Date: August 26, 2001

From: *(Project Engineers Name)*

Phone: (360)696-7660 Subject

SR 23 OL 3444 & OL 3488

Jct. SR 4 to Vic. Oak Creek Rd.
& Vic. Brody Rd to SR 23

To: *(Names of Reviewers)*

Attached for your review and comments are the plans and provisions for the subject project. We request that you return your comments to *(Project Engineers Name)* office by no later than September 9, 2001. If you have no comments, please return this IDC or a memorandum stating "NO COMMENTS".

This job is *(job description)*..

This project is scheduled to be advertised by the *(Region Name and Advertisement Date)*. A roundtable review is scheduled for *(Date, time and location of roundtable. {if applicable})*

The project engineer's office contact for this project is *(Name and phone number of contact person)*.

☐ Comments are as follows:

☐ I have no comments.

Signature_____

Phone No._____

XX/bb

File
Serial File

Example 8

Date:

From: (PEO)

Phone: Subject: SR(),CS()
(Project Title)
(0L) (PIN)

To: (Region Plans Engineer)

The PS&E for the subject project is submitted for advertisement. We are requesting an (even / odd) contract number for this project.

(When the construction PEO is different than the Design PEO replace the second sentence above with the following: (name construction PE) will be managing the construction of this project and has requested an --- even / odd --- contract number.)

The Region Review has been conducted by the Project Engineer's Office, comments resolved and applicable changes incorporated in the PS&E.

The following PS&E materials are transmitted:

A paper print of (No. of sheets) half size plan sheets. *(If bridge plans will be submitted directly to the Plans Office by the Bridge and Structures Office, so indicate)*

The following items have been prepared for addition to the contract as appendices:

(list the items for appendices - HPA, Test Hole Logs, etc.)

The EBASE estimate is in the client server in **(file name)**.

The PS&E includes plan sheets stamped by the region landscape architect. Please obtain the necessary signature on these sheets. (Delete this paragraph if not needed)

The Construction Project Engineer's Office contact for this project is (name and phone number of individual that will answer questions about the PS&E).

(Include the following paragraph when large / complex projects warrant extra award copies)

In addition to the standard distribution of 12 Award Copies, an additional (# of additional award copies) Award Copies are requested.

Attachment: (#) plans sheets, etc.

cc: job file

Example 9



**Washington State
Department of Transportation**

Memorandum

DATE: April 10, 2001
TO: Sam Wicker
XX Plans, MS 9999
FROM: A. Iverson/S. Smith
Portland PEO, MS WB-55

SUBJECT: SR 16 XL 0001
Olympia I/C Vic. To Polehn Dr.
PIN 302221A
Federal Project NH-0016(014)
**AD Ready Plan Package
Transmittal**

Attached please find the Ad Ready package for the above-mentioned project. Included in this package is:

One hard copy of half-sized Ad Ready Plan sheets.

Stan Sharp will be managing the construction of this project and has requested an odd contract number.

The Region Review has been conducted by the Project Engineer's office, comments resolved, and applicable changes incorporated in the PS&E.

An electronic copy of special provisions is available in the P:\D3PLANS\ARDEN\00C550 directory.

The DBE and training goals are \$198,000.

The E-Base is complete and can be found under the file name 00C550.

If you have any additional questions please contact Stewart Smith or John Casher in at (360)874-3777 or (360)874-5643 respectively.

AI/SS

Attachments
File: XL 0934 1.02
Serial File: sf01-XX



Example 10

Memorandum

Date: October 28, 2000

From: Vern Boudean. / Mark. Darwin / Gary. Beards

Subject: SR 312 OL-5190
Vicinity Deer River Bridge to McNight Road
PIN: 722207K
PS&E Package

To: Gerry Hunter / Keith Lucky

Attached for your review and further processing is PS&E package for the above project. The attachment includes:

1. Two sets of contract plans.
2. One set of contract provisions.
3. A copy of all the CADD documentation sheets.
4. A copy of the construction estimate.
5. Two copies of the construction CPM.
6. A copy of all the backup for the lump sum items.
7. Copies of the SCR's Pavement Rehabilitation Report, dated February 3, 1999.
8. Copy of OSC Memorandum for Pavement Rehabilitation Report Approval, dated March 9, 1999.
9. Copy of SCR's Pavement Report Addendum No. 1, dated September 15, 1999.
10. Copy of OSC's Memorandum for Pavement Report Addendum No. 1 Approval, dated October 2, 1999.
 - a. A copy of the minutes for the work zone traffic control and constructability meeting.

Information for some traffic items is incomplete and is not submitted with this package. Upon receipt of that information, we will forward it to you. That information includes:

1. Traffic arrow quantities and locations (involving channelization plans and Q-tab sheets);
2. Gore strip lengths and locations (involving channelization plans and Q-tab sheets);
3. Special provisions for junction box adjustments.

The design file for this project was approved in SC Region October 5, 1999.

The estimated construction cost for this project is \$1,619,100.00. The budgeted amount is \$1,696,000.00.

Ad date for this project is in February 2001.

VB:gb xc:

File: Correspondence

Attachments: 100 plan sheets